

ADMINISTRATIVE SPECIFICATION FOR PROCUREMENT ACTIONS

INDEX

<u>Subject</u>	<u>Section</u>
Authorizations, Approvals and Releases	2
Manufacturing Release	2.3
Materials Release	2.2
Other Releases	2.4
Close-out	10
Communications with Bettis	5
Control of Visitors	11
Drawings, Preparation of Seller's	3
Classified Drawings	3.6
Drawing Submittals	4
Lower-tier Purchase Documents	8.5
Lower-tier Subcontractor Shipments	9
Plan and Document Transmittal Summary	Attach. #1
Referenced Documents	1
Repairs	2.5
Repair Parts	7
Reports	8
Acquisition or Final Inventory of Property (Form 73160)	8.4
Critical Items Report	8.2 Attach. #2
Key Events Schedule	8.1
Progress Report	8.3
Technical Manuals	6

Attachment 1 - Plan and Document Transmittal Summary

Attachment 2 - Sample Vendor Critical Items Report

Attachment 3 - Sample Key Events Schedule

PROCUREMENT ADMINISTRATIVE REQUIREMENTS

1. REFERENCED DOCUMENTS

- 1.1 Seller is responsible to determine and employ the latest revisions of all referenced Government Specifications in effect as of the date of the Request for Quotation, unless otherwise specified in the ordering data. Seller's local Government inspection office is available upon Seller's request to assist in this determination. Copies of Government Specifications may be obtained as follows:

1.1.1 Unclassified Military and Federal Specifications and Standards:

Commanding Officer
Naval Publications and Forms Center
5801 Tabor Avenue
Philadelphia, Pennsylvania 19120

- 1.1.2 Classified, Official Use Only, and NOFORN Military Specifications and Standards (Including Amendments, Interim Amendments, Change Notices and Supplements) designated by asterisk:

Commander, Naval Sea Systems Command
Code 2075
Navy Department
Washington, D. C. 20360

- 1.1.3 NAVSHIPS publications designated by asterisk:

Commanding Officer
Navy Ships Parts Control Center
Code 709
Mechanicsburg, Pennsylvania 17055

- 1.1.4 NAVSHIPS publications not designated by asterisk:

Commanding Officer
Naval Publications and Forms Center
5801 Tabor Avenue
Philadelphia, Pennsylvania 19120

- 1.1.5 The documents listed below are available through the Bettis buyer:

LPC-1 Liquid Penetrant Acceptance Standards for Components of Chrome Cobalt Base Alloys

QRC-82 Quality Control System Requirements

LPS-1	<u>Acceptance Requirements for Liquid Penetrant Inspection, Finished Component Parts for Seals</u>
SDB-63	<u>Structural Design Basis</u>
ISR-1	<u>Inspection System Requirements</u>
TM-1	<u>Preparation of Technical Manuals</u>
QRP-2	<u>Guidelines For Selection of Quality Requirements For Repair Parts</u>
NTR-1	<u>Nondestructive Testing Requirements to be Used With MIL-STD-271</u>
IC's	<u>Interim Changes</u>
STR's	<u>Supplementary Technical Requirements</u>
DRP-2	<u>Drawings, Engineering and Associated Lists</u>
ISTR's	<u>Interim Supplementary Technical Requirements</u>

Requests for the documents identified under 1.1.2 through 1.1.4, above, must be submitted via the Seller's local Government inspection office for certification of need. The Seller's request must state the purpose for which the documents are required and identify the inquiry or purchase order number and the prime contractor. In addition, for classified documents, certification of activity facility clearance by the Government security representative is required.

- 1.2 Any inconsistency or conflict between any provisions of this order, shall be immediately brought to the attention of the buyer, in writing, who will provide written resolution.

2. AUTHORIZATIONS, APPROVALS AND RELEASES

- 2.1 a. Unless otherwise stated in the ordering data*, Seller shall prepare and transmit to Bettis within 30 days from the date of this order a complete list of all drawings and a complete list of all procedures required to fulfill this order.
- b. For mechanical equipment the submitted list will include but, is not limited to, the drawing list, the initial bill of material, an outline drawing and/or general assembly drawing. For instrumentation and control equipment this will be the drawing list, initial bill of material and the schematic drawing.

*The term ordering data, as used throughout this specification, encompasses the entire purchase order package, including the purchase order and its attachments, specifications, drawings, etc.

- c. The Seller shall designate on that listing those drawings and procedures which have been previously approved by Bettis and the applicable approval document (date, order number and document number).

2.2 Materials Release

Notwithstanding the article of the General Provisions entitled Subcontracting, Bettis approval is required to release Seller to procure all materials, including raw materials and subcontractor fabrication. Seller shall prepare and submit this information to Bettis six (6) weeks prior to Seller's required release date or as specified in the Purchase order. Approval of a submittal constitutes material release for that portion of the work covered by the submittal. From the listing submitted per 2.1, Bettis will designate the drawings and procedures not requiring approval before release of material.

2.3 Manufacturing Release

Unless otherwise stated in the ordering data, Seller shall request release to commence manufacturing operations under this order. Seller shall prepare and submit this release to Bettis six (6) weeks prior to Seller's required release date or as specified in the purchase order. Unless otherwise specified in the order, approval of an individual submittal does not constitute manufacturing release for that portion of the work covered by the submittal. Manufacturing release must still be requested by the Seller in a single "release submittal" which enumerates all previously approved applicable submittals. From the information submitted under Section 2.1.a, Bettis will designate which of the following items must be approved by Bettis prior to manufacturing release:

<u>Mechanical Equipment</u>	<u>Electrical and Electronic Equipment</u>
a. Drawings.	a. General assembly drawings with cross-sectional views as required.
b. Welding procedures and welding repair procedures.	b. Schematic wiring diagram, or single line diagrams.
c. Welding procedure qualification samples (Not required when NAVSHIPS 250-1500-1 is applied).	c. Nonpreferred parts data sheet.
d. Welder qualification samples (Not required when NAVSHIPS 250-1500-1 is applied).	d. Electronic Tube Complement Report (Dept. of Defense Form 816).
e. Cleaning procedures.	e. Pre-production test data or design substantiation data.
f. Fabrication and assembly procedures or inspection and process outlines.	f. Calculations and design substantiation data.

Mechanical Equipment

- g. Calculations and design substantiation data.
- h. Inspection Point Program.

Electrical and Electronic Equipment

- g. Inspection Point Program.

NOTE: It is possible that both types of equipment listed above might be included on some orders. Items (b) through (f) pertaining to mechanical equipment also apply to any component or assembly that is designed to operate in, be inserted into, or welded to one of the primary and associated systems.

2.4 Other Releases

Unless otherwise stated in the ordering data, Seller shall prepare requests for approval of the following:

- a. Seller test/acceptance procedures.
- b. Seller packaging and preservation methods.
- c. Repair drawings and/or procedures.

2.5 Repairs

Seller shall not proceed with any repair unless prior Bettis Procurement approval to proceed is obtained. If the repair procedure has been approved by Bettis as part of a drawing or written procedure, this shall be considered as approval to proceed.

3. SELLER DRAWINGS

- 3.1 Seller shall prepare and transmit all original* drawings to Bettis in accordance with DRP-2 as prescribed by the ordering data. Drawing print quantities shall be as specified in Attachment #1 to this Administrative Specification. This Section 3 shall apply to, and only to, drawings to be transmitted to Bettis.
- 3.2 Said drawings may be required on Bettis-supplied formats with Bettis-supplied numbers applied or any other standard format as described in DRP-2. If Seller has not previously submitted drawings to Bettis or contemplates a change in format previously approved by Bettis, Seller must submit an example of the format to Bettis for review prior to the preparation of drawings.

NOTE: Drawing approval in no way relieves Seller of the responsibility of meeting the format, legibility and reproducibility requirements of the referenced specifications. Upon final submittal of drawings for microfilming, a review will be made by Bettis for compliance with these requirements. Drawings not meeting these format

* An original drawing is the actual document prepared by the draftsman on which is kept the unique drawing number, signatures, dates and revision record recognized as official by the responsible design agency.

requirements will be returned at that time, and at Seller's expense, for correction.

Seller shall distribute directly and promptly to Bettis representative in Seller's plant and to the Government inspector, copies of all the latest revisions of equipment drawings.

3.3 Drawings to be revised shall be prepared as follows:

3.3.1 Seller Formats - All revisions to be retained on the drawings.

3.3.2 Bettis Formats - During the design and fabrication phases, all changes to all drawings should be given a letter (A through Z) designation.

3.4 Drawings shall be packaged in accordance with the manufacturer's commercial practice. However, drawing prints shall be neatly folded in accordion-pleated form as per DRP-2.

3.5 If the equipment or product specification requires shock and vibration test and acceptance, a note will be required on the drawing following acceptance of these tests. The exact wording will be provided in the document which approves the test results.

3.6 Classified Drawings

If this order is classified, all drawings being prepared by Seller must be reviewed for determination of classification and shall be appropriately marked (whether unclassified or classified). The authorized classified must be identified by name and position title.

4. DRAWING SUBMITTALS

4.1 Drawings which are submitted for Bettis approval or information in accordance with the ordering data are interim submittals. Prints and reproducibles shall be stamped "PRELIMINARY: NOT FOR CONSTRUCTION." In addition, reproducibles shall be stamped with the following legend: "THIS REPRODUCIBLE IS PROVIDED FOR MAKING PRINTS ONLY. DO NOT MAKE OTHER REPRODUCIBLES OR REVISE IT IN ANY MANNER."

4.2 Following approval of drawing list(s), Seller shall make submittals as follows:

A submittal shall be made within 15 days after delivery of the first component of the following package(s). A package is considered to mean all drawings, nonstandard commercial specifications and test specifications referenced on these drawings which are necessary for any activity to accomplish a design review, manufacture, test and acceptance, inspection overhaul, shipping, storage, identification of stock, ordering and storing of replacement parts, inspection of items at overhaul, general maintenance of equipment, construction, shipyard use, competitive procurement, field repair and wherever engineering drawings are needed. This package should also include those drawings of special tooling as required.

- a. Original drawings.
- b. One copy suitable for microfilming of all specifications listed on the drawings other than military, Bettis, or generally accepted commercial specifications (e.g., ASME, etc.).

The drawings shall be arranged in accordance with the drawing list.

Specifications and procedures for microfilming required by b. above shall be arranged in accordance with the specification list which is to be prepared and submitted as a part of the overall package.

The drawings shall be in flat or roll form, not folded. The package shall contain a transmittal letter showing the words "Final Drawings," the name of Seller, the purchase order number, the title of the component involved, and the title, number and latest revision number of all drawings transmitted in the sequence as it appears on the drawing list, including the necessary specifications. Classified drawings and related specifications should be grouped separately both in the package and in the transmittal letter.

5. COMMUNICATIONS WITH BETTIS

- 5.1 Seller shall address all written communications with Bettis under this order to the Buyer.
- 5.2 Seller shall transmit two copies of all written communications, except change order proposals or Bettis forms, to the buyer. Change order proposals will be forwarded in six copies. Bettis forms shall be forwarded in quantities as specified separately by Bettis.

6. TECHNICAL MANUALS

- 6.1 When specified in the ordering data, Seller shall provide technical manuals in accordance with Specification TM-1 and the instructions set forth herein.

6.2 Submittals

Seller shall submit for approval 8 copies of the draft manual as early in the order as possible but not later than 120 days prior to the contracted delivery date of the first component. The samples of reproduction and binding specified in TM-1 are not required.

Seller shall incorporate such comments as may be made by Bettis into a revised draft and re-submit within 30 days after receipt of the comments. Eight copies of this revised draft are required for approval prior to submittal of an approved reproducible copy for the final manual.

6.3 Production Requirements

6.3.1 Draft submittals, changes and revisions thereto, including all copies and portions of such documents which are required to be prepared for review, approval or otherwise, shall be prepared by a duplication process (not printed). Duplication includes carbon copies, ditto run-offs, mimeographed and electrostatic copies.

6.3.2 Seller shall furnish camera reproducibles of the final approved manual or revisions. (Seller shall not furnish technical manual in the final printed form.) Seller is to ensure that this submittal is in the proper page sequence and that the contents are in complete accordance with the most current approved draft.

6.4 Approval and Procurement Record (APR) Page

In accordance with specification TM-1, APR pages shall be included in drafts and reproducibles.

6.5 Changes to Technical Manuals Furnished Under Other Purchase Orders

Seller shall notify Bettis of previously approved manuals which are applicable to components furnished under this purchase order. APR pages, revised pages, and supplementary pages may then be used with Bettis approval to extend applicability. Such pages shall be furnished in lieu of complete manuals.

7. REPAIR PARTS

7.1 When order requirements include repair part provisions, Seller's documentation shall be prepared in accordance with Appendix 1, Administrative Requirements for Repair Parts Provisioning Lists.

8. REPORTS

8.1 Key Events Schedule

8.1.1 Unless otherwise stated in the ordering data, Seller will prepare and transmit to Bettis a Key Events Schedule. Said schedule shall be a concise presentation of those occurrences fundamental to the performance of the contract. It should contain start and finish dates for those occurrences and delineate their interrelation and sequence. A sample Key Events Schedule is depicted in Attachment 3.

8.1.2 Said schedule shall contain the following information integrated in a clear, explanatory manner:

- a. Design - The time span for completion and transmission of each of the major groups of drawings, procedures, and analytical reports together with required approval dates. Interim and final reports should be identified.

- b. Procurement - Schedule dates for ordering and receipt of the major materials, major equipment, and/or major tooling for each of the major subassemblies of the component.
- c. Manufacture - Dates for start and completion of manufacture of each of the major setups, subassemblies, significant fabrication steps under this order, and/or dates for completion of each major subassembly.
- d. Final Assembly - Dates for start and completion.
- e. Test Periods - The periods scheduled for major subassemblies.
- f. Inspection - When the inspection is expected to be performed by Seller, Bettis and/or Government.
- g. Shipments - Schedule of shipment dates for major units giving quantities for each shipment.
- h. A listing and timetable of all documents, including subvendor submittals, which will require Bettis review and approval.

8.1.3 Said schedule shall also contain a statement as to the number of shifts and number of days per week which were used in formulating the schedule.

8.1.4 Seller will transmit ten copies of a diagrammatic presentation of said schedule, with legend, within thirty days after the date of the order.

8.1.5 Seller will prepare and transmit to Bettis revised schedules whenever prior schedules no longer reflect current status or time estimates.

8.2 Critical Items Report

8.2.1 Purpose

The Critical Items Report is to be used to report critical, potential critical, or other significant items as defined below, or the absence of any of these, to the prime contractor and Naval Reactors.

8.2.2 Submittal

One Critical Items Report shall be prepared for each vendor facility and submitted as required by the purchase order. The report must be mailed by the second business day of each month, and cover the previous calendar month.

8.2.3 Definitions

- a. Critical Item: Any problem identified during the reporting period which may prevent the vendor from shipping any equipment according to contract specifications or by contract delivery dates, or any problem causing additional extensions of previously reported estimated shipping dates, if the resulting estimated shipping date is beyond the contract delivery date.
- b. Potential Critical Item: Any event or condition identified during the reporting period which the vendor has determined is likely to occur and which would result in a critical item.
- c. Other Significant Item: Any issue identified during the reporting period which the vendor believes should be brought to the attention of Naval Reactors, especially items which might enhance or degrade the vendor's ability to perform in accordance with contract specifications and schedules, including problems or improvements related to quality assurance or production control, and any issues requiring prime contractor or Naval Reactors action.
- d. Previously Reported Item: Any item which was previously identified as critical, and which required future actions in the last report, but is not listed as a critical item because there has been no additional change in estimated shipping dates or the ability to meet contract specifications.

8.2.4 Preparation

The Critical Items Report should be prepared in the format shown in Attachment 2 hereto, following the additional instructions below:

- a. Each of the four sections must be completed, either listing items or stating that there are no items to report.
- b. Although the critical items report is submitted monthly, vendors should immediately report critical and potential critical items to the appropriate prime contractor as they are identified. The prime contractors will be responsible for ensuring the vendors make these reports, and for informing Naval Reactors of the items as appropriate. These informal reports will not relieve the vendor from reporting the critical item in the next Critical Items Report.
- c. Problems should be concisely identified, including possible effects on contract performance.
- d. Required actions should be concisely identified and should include estimated completion dates and names of the responsible individuals at the vendor, prime contractors, or Naval Reactors. The effectiveness of actions taken previously should be discussed.

- e. When an item is critical to specific components, the components should be identified by purchase order, fiscal year, line item, applicable reactor/propulsion plant(s), description, standard identifier or drawing number, and unit numbers.
- f. Status reports for previously reported items should be brief, including identification of the problem, the date of the first report in which it was identified, the date of the last report in which a significant change in the resolution or impact of the problem was identified, the status of previously required actions, and additional actions required, if any.
- g. The vendor should not assume the reader has any knowledge of other reporting systems. For example, a brief description of a Degradation of Specifications Requirement (DSR) should be used rather than just referring to the DSR number.
- h. The delivery status attachment is required for each appropriate Naval Reactors section. Only major deliverable items should be listed. For example, rather than listing all line items in a set of long-lead material for a complex component, there should be a single entry for a set of long-lead material. The prime contractors will be responsible for telling the vendors which items should be listed.
- i. Estimated shipping dates must be provided for each selected contract line item in the delivery status attachment. If an estimated shipping date has not changed since the last report, the "Change" column should be blank. Otherwise, the change, in calendar days, must be identified. A change of "-10" indicates a 10-day slip in the previously reported estimated shipping date, and "+25" indicates an improvement of 25 days.
- j. When an item listed in the delivery status attachment is shipped, the actual shipping date should be listed under "Estimated Ship Date" in the next report, and the word "Shipped" should appear under "Change". That item should not be listed in subsequent reports.

8.2.5 Distribution

- a. Distribution shall be listed immediately following the signature on the report. Names and addresses will be identified by the prime contractor. The most senior member of the vendor's management receiving the report and that person's title must be indicated on the distribution.
- b. Distribution of Critical Items Reports shall be as identified in the purchase order.

8.2.6 Classification

It is desirable to issue unclassified Critical Items Reports; however, it is permissible to issue classified reports when the inclusion of classified information is essential for a clear and complete report. The Seller should carefully review Critical Items Reports, since the addition of certain information may be sufficient to require classification of an otherwise unclassified report. Among areas which should be watched are core designations, Bettis, Seller or Government specifications and other points such as specific cladding alloy, type of Zircaloy, shape of fuel element, design information for core structurals, etc.

8.3 Progress Report

- 8.3.1 Unless otherwise specified in the ordering data, Seller will prepare and transmit a Progress Report on a monthly basis.
- 8.3.2 The report shall be structured to accurately convey the progress of those activities included in the Key Events Schedule. Each topic of the report should be a readily identifiable element of the Key Events Schedule so that progress in relation to the total schedule may be easily assessed.
- 8.3.3 If a revised Key Events Schedule is not to be submitted during the monthly reporting period, the progress report must contain a statement indicating that the existing Key Events Schedule does accurately reflect current order status.
- 8.3.4 When a significant amount of subcontracting is undertaken, Seller shall establish a program to provide full identification of work completed, work partially completed, and work not started. This program shall be initiated at the time the subcontract is placed and revised whenever prior information no longer reflects current status and estimates. When requested by Bettis, Seller shall prepare and transmit a report of this procurement status to Bettis.

8.3.5 Submittal of progress reports shall be as follows: Two copies shall be submitted directly to Pittsburgh Naval Reactors Office, U. S. Energy Research and Development Administration, P. O. Box 109, West Mifflin, Pa. 15122. Other copies shall be submitted to the Buyer in the quantities specified in the ordering data or Attachment 1.

8.4 Report of Acquisition or Final Inventory

In the event there is any residual special tooling or other property of any type (either Bettis-furnished or Seller-acquired or generated) at the completion of this order, Bettis will furnish the Seller copies of Bettis Form 73160 for completion and return by Seller. Bettis will then make final disposition of the property recorded thereon. In the event Bettis chooses to take title to any of the property on behalf of the Government, an approved copy of Form 73160 will be returned to the Seller together with identification numbers or tags to be affixed to the property by the Seller.

8.5 Lower-tier Purchase Documents

Bettis may, at its discretion, issue written requests to the Seller for unpriced copies, containing complete ordering data for materials and parts, of any Seller purchase documents relating to this order. Seller agrees to comply with such requests immediately upon receipt.

9. LOWER-TIER SUBCONTRACTOR SHIPMENTS

Shipment shall not be made from a lower-tier subcontractor's facility directly to the final destination specified by Bettis without written release by the first tier contractor (Seller).

10. CLOSE-OUT

Seller shall comply with Bettis closeout instructions, to be issued at time of completion of work. Said instructions may include, but shall not be limited to, reports covering residual property, SS material, classified documents, security clearances, royalties, and inventions and discoveries.

11. CONTROL OF VISITORS

In complying with the General Provisions Article of this order entitled "CONTROL OF VISITORS," Seller will submit all requests for approval in writing to the Buyer, prior to the time of the visit for which permission is requested.

PLAN AND DOCUMENT TRANSMITTAL SUMMARY
(When quantities are not specified in the ordering data)

Item Specified in the Ordering Data	REQUIRED COPIES				
	Approval for Material & Manufacturing Release	Other Approvals	Other General	Corrected Plans, Procedures & Manuals	Validated Drawings
1. Plan List (when required in ordering data) (Sec. 2.1)	10	--	--	5*	--
2. Bill of Material	10	--	--	5**	--
3. Outline of Drawing	10	--	--	5**	--
4. Assembly Cross Section	10	--	--	5**	--
5. Detail Manufacturing Drawings	10	--	--	5**	--
6. Design Report (Interim and final)	10 ea.	--	--	--	--
7. Procedures & Specifications	10	--	--	5*	--
8. Repair Parts Form 4786	--	1 orig. reprod.	--	--	--
9. <u>Tooling</u>					
a. Bettis Form 73160	--	--	5***	--	--
b. Drawings for review of special tooling	--	6	--	--	--
10. <u>Technical Manuals or Instruction Sheets</u>					
a. Draft	--	8	--	--	--
b. Correct Draft	--	--	--	8	--
c. Extra APR pages	--	--	--	--	4
11. <u>Reports</u>					
a. Key Events	--	--	10	--	--
b. Progress	--	--	10	--	--
c. Revisions of Key Events Schedule	--	--	10	--	--
12. <u>As-Built Dimensions</u>					
a. Marked up Drawing or	--	--	4	--	--
b. Inspection Report	--	--	6	--	--

*One (1) brownline reproducible in addition to the five (5) prints to be supplied.

**These corrected interim drawings shall be stamped in accordance with Section 4.1.

***Seller to retain only "suspense" copy.

(over)

ATTACHMENT #1
FORM 73616
11/01

Item Specified in the Ordering Data	REQUIRED COPIES				
	Approval for Material & Manufacturing Release	Other Approvals	Other General	Corrected Plans, Procedures & Manuals	Validated Drawings
13. <u>Certifications</u>					
a. Order Certification	4	--	--	--	--
b. Material Certification (W)-supplied	4	--	--	--	--
c. Material Certification (Seller)-supplied	4	--	--	--	--
(1) Chemical & Mechanical Tests					
(2) Other Destructive Tests					
(3) Nondestructive Test Data					
d. Process and Inspection Certification	--	4	--	--	--
e. Nondestructive Test Results (other than Material Tests)	--	6	--	--	--
f. Performance Test Results	--	6	--	--	--
14. Final Drawings					
a. Original of all drawings	--	--	--	--	1 set
b. Vendor specifications suitable for microfilming (see 4.2)	--	--	--	--	1 set
15. Correspondence	--	--	2	--	--
16. Invoices, Accompanied by:	--	--	2	--	--
a. DD250 or	--	--	1	--	--
b. Memo copy of GBL	--	--	1	--	--

SAMPLE CRITICAL ITEMS REPORT

(Supplier Name)
(Supplier Address)
(Date)

Address Line

Subject: Critical Items Report No. 2

Dear Admiral insert Admiral's name here:

I have no critical items to report

OR

The following item is critical to list the part name here

- a. Problem:
- b. Consequence:
- c. Action Taken:
- d. Action Required.
- e. Assistance Required:
 - 1. Bettis: Yes X No
 - 2. NSTR: Yes X No _.
 - 3. Naval Ship Systems Command (NAVSHIPS 08/Naval Reactors):
Yes X No _.
 - 4. Other: Yes _ No X
- f. Number Times Reported: First

ATTACHMENT #2
FORM 73616
11/01

I have no potential critical items to report.

OR

I have the following potential critical item(s) to report:

Problem:

Action:

Components Potentially Affected:

I have no other significant items to report.

OR

I have the following other significant item(s) to report:

There are no previously reported items.

OR

The status of previously reported items is as follows:

Additional Comments:

The writer understands that the reporting of these critical items does not relieve him of responsibility for seeing that necessary corrective action is taken on each item and the receipt of this report by the addressees (including distribution) shall not be construed as a waiver of (1) any contract delivery schedule or date, (2) compliance with any contract requirements, or (3) any other rights or remedies available to the prime contractor or contracting agency under law or the terms of the referenced order or contract. The writer further understands that this report is intended to inform the addressees (including distribution) of critical items that any necessary contractual notices and communications will be provided by separate correspondence to the appropriate representative of the responsible prime contractor or contracting agency.

Corporate Officer Signature

11/01

DELIVERY STATUS

slip = “ - ”
improvement = “ + ”

[illegible]

SAMPLE KEY EVENTS SCHEDULE

	<u>Start</u>	<u>Finish</u>
approval of procedures	2-2	2-28
arrange shipping	2-2	2-16
contract chrome plating	2-2	2-21
procure raw material	2-2	4-2
design & build fixtures	2-28	3-20
build shipping container	2-2	2-28
machine main body	4-2	4-9
drill 20 1/4" holes in 2 side plates	4-2	4-20
weld sides to main body	4-20	4-27
inspect	4-27	4-30
ship to subvendor for chrome plating	4-30	5-7
chrome plate	5-7	5-14
ship back to vendor	5-14	5-21
inspect	5-21	5-24
test	5-24	5-31
prepare documentation	4-27	6-3
final ship	6-3	

Several of the above items could be self-deleting according to a given scope of work. The schedule above is only presented to offer guidance in Key Events Schedule preparation.